



ARKANSAS DEPARTMENT OF EDUCATION

Four Capitol Mall
Room 106A
Little Rock, Arkansas 72201-1019
501-682-2744

POSITION VACANCY ANNOUNCEMENT

April 13, 2017

Closing Date: April 26, 2017

(Position will close after ten working days from date of listing or until filled.
Application review will begin on April 27, 2017).

Title: PUBLIC SCHOOL PROGRAM COORDINATOR

Position Number: 2215-4645

Grade: C123

Division of Public School Academic Facilities and Transportation

DUTIES:

This position will be responsible for coordinating the statewide school bus inspection and school bus driver training programs and providing administrative assistance to all school districts regarding public school transportation programs. Supervise and coordinate both the statewide school bus annual inspection program and the statewide school bus driver annual training program; coordinate the inspection and training schedules of the inspection and training staff; conduct school bus driver training sessions as needed and conduct presentations for school groups upon request; assist school district officials by interpreting state and federal laws and regulations; prepare data for program; develop training material to be used in school bus driver training sessions and annual workshops; work with other state agencies as needed in order to promote safe school transportation; coordinate the preparation of all reports and information from various offices and agencies; perform other duties as assigned.

SPECIAL REQUIREMENTS:

Frequent in-state travel is required; occasional out-of-state travel may be required. Knowledge of state and federal laws and guidelines relating to education and public school transportation; knowledge of public school administration; knowledge of the principles and practices of human resources and organizational management; ability to develop and oversee implementation of state education facilities and transportation policies and procedures; ability to provide technical assistance concerning state and federal requirements for public school transportation operations; ability to establish comprehensive organizational systems and programs and to direct operations; ability to research, analyze and evaluate information.

SPECIAL APPLICATION INFORMATION:

Only completed application with work history will be accepted. The work history section of the application must be completed. We do not accept resumes in lieu of completing this section.

MINIMUM QUALIFICATIONS:

The formal education equivalent of a bachelor's degree in secondary education, educational administration, or related field; plus four years of experience in education, public school administration, or a related field, including two years in a supervisory capacity. Additional requirements determined by the agency for recruiting purposes require review and approval by the Office of Personnel Management. Other job related education and/or experience may be substituted for all or part of these basic requirements, except for certification or licensure requirements, upon approval of the Qualifications Review Committee.

PROCEDURE FOR APPLICATION:

Applicants must complete the Application for State Employment. Resumes may accompany, but will not replace the application. Application returns and requests must be directed to the Arkansas Department of Education (ADE), Human Resources Office, Room 106A, Four Capitol Mall, Little Rock, Arkansas 72201-1019, (501) 682-2744. Visit our website at www.arkansased.gov or www.arstatejobs.com. To make a call using the Arkansas Relay Service, dial 1-800-285-1121 (Voice) or 1-800-285-1131 (TDD) and for customer service, dial 1-800-285-7192 (V/TDD). Applications will be subject to inspection under the Arkansas Freedom of Information Act.

The Arkansas Department of Education is an Equal Opportunity/Affirmative Action Employer. All applicants will receive equal consideration without regard to race, religion, color, national origin, gender, sexual orientation, political affiliation, age, disability or any other non-merit factor. Qualified applicants with disabilities may request reasonable accommodation needed to participate in our application process.